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UNITED STATES DEPARTMENT OF AGRICULTURE
DIRECTOR OF INFORMATION
WASHNGTON

PUBLICATIONS
PRESS SERVICE
RADIO SERVICE

J. I. C.
R. E.
★ NOV
U. S. Dept.

August 5, 1933.

MEMORANDUM FOR CHIEFS OF BUREAUS AND OFFICES

The printing and binding allotment for your bureau for the fiscal year 1934 is_____.

In previous years the allotment to each bureau has indicated the amount that might be obligated during the fiscal year. For the current fiscal year, the allotment figure indicates the amount of cash withdrawals from the Treasury that may be made in behalf of your bureau. In other words, the allotment shown above is the amount that the Office of Information can spend for work coming to us from your bureau.

Cash withdrawals for printing work are difficult to control. A bulletin manuscript may be put through the printing plant within a few weeks on one occasion, whereas on another occasion, when the plant is working on Congressional jobs and emergency orders from various establishments of the government, the time required may be several months. It is necessary, therefore, for us to allow a reasonable time between the submission of a job and the actual payment for it. Two months seems to be a fair average.

This means that if the amount shown above for your bureau is to be obligated and paid for during the current fiscal year, requisitions totaling this amount should be sent to the Government Printing Office by May 1, 1934. I think a good method of control in these circumstances is for each bureau to obligate approximately 10 percent of its allotment during each of the ten months, July to April, inclusive. If you find it impossible to follow such a regular schedule, you should by all means see to it that the larger portion of your work is submitted during the first half of the fiscal year, and all of it by May 1.

The Office of Information will endeavor to control total expenditures in such a way as to have funds to pay for emergency work and periodicals during May and June.

In the past most bureaus have obligated their allotments much more heavily during the last quarter of the fiscal year than during any other period. In 1933, for example, the obligations for the Department as a whole were as follows: First quarter, 16.1 percent; second quarter, 18.6 percent; third quarter, 29.9 percent; fourth quarter, 35.4 percent. Obviously many of the requisitions covering work submitted during the fourth quarter were not paid for prior to July 1, 1933, and this resulted in a carry-over of approximately $200,000 into the fiscal year 1934.

The Secretary's office has allowed us a special offset fund to take care of this printing carry-over. Therefore, the allotment now granted to your bureau covers only new work that may be submitted and paid for during the current year, and has nothing to do with your share of the 1933 carry-over. The $200,000 special fund is being retained in the Office of Information to liquidate the carry-over, without charging any of these liquidations against the bureau allotments.

The Office of Information will as heretofore pay for Farmers' Bulletin and Leaflet reprints, all periodicals, Journal of Agricultural Research separates, Congressional documents, and the Yearbook of Agriculture (but not Yearbook separates). In a separate letter I am indicating the amounts that the Office of Information is setting aside for the various periodicals. Copies of this letter will be sent only to the bureaus concerned.

The Government Printing Office will continue to charge against the printing fund all orders for stenographer's notebooks, blankbooks, bound blank scratch pads, ruled pads, etc. These items should be ordered from the Central Supply Section of the Secretary's office as heretofore, which office will pay for the supplies without an offset charge against the bureaus.

The Joint Committee on Printing has limited expenditures for field printing to $3,800, as compared to $7,500 in several previous years. Requests for emergency field printing will have to be held to an absolute minimum.

Annual reports will be printed. Copy should reach this office not later than September 1.

As I indicated in my letter of July 6, the limitations on the purchase of blank paper are no longer in effect.

Sincerely yours,

M. S. Eisenhower,
Director.